

# Preliminary Project Information Worksheet – Imaging for State Agencies

**All Imaging services require your agency to have an approved Records Retention Schedule on file.**  
Please contact us at 512-463-7610 and consult with your analyst if you are unsure or have further questions.

Step	Question	Yes	No
1	Has an <b>SLR 105, Records Retention Schedule</b> , been submitted to the State and Local Records Management Division of the Texas State Library? Has the retention schedule been approved on the SLR105C, Certification and Approval Page, by the Director and Librarian?	<input type="checkbox"/> go to Step 2	<input type="checkbox"/> <i>complete the retention schedule and submit for approval to the State and Local Records Management Division, then go to Step 2</i>
2	<b>Retention Characteristics of Records</b> - Will the digital image become the official record?	<input type="checkbox"/> go to Step 3	<input type="checkbox"/> go to Step 4
3	<b>Texas State Library's Electronic Records Standards and Procedures.</b> If the answer to step 2 is yes, the Electronic Records Standards and Procedures (13 TAC 6.91 – 6.97) must be followed.	<input type="checkbox"/> go to Step 4	<i>Contact State and Local Records Management Division to help evaluate</i>
4	<b>Physical Characteristics of Records</b> - Is the condition of the records such that scanning is possible without damaging the documents, and will the information be legible?	<input type="checkbox"/> go to Step 5	<input type="checkbox"/> <i>store inactive records, then go to Step 5</i>
5	<b>Access and Retrieval Concerns</b> - Are there identified difficulties with using the records in paper form, such as inadequate control of records integrity, excessive retrieval time, the high cost of distributing multiple paper copies to different locations, or the need for simultaneous multiple access to the records?	<input type="checkbox"/> <i>records should be considered for document imaging</i>	<input type="checkbox"/> <i>do not consider records for document imaging or explain other justifications for document imaging</i>
6	<b>Complete Work Request for Digital Imaging Services (SLRM W02Sb).</b> For assistance with the Work Request, call your analyst at the State and Local Records Management Division of the Texas State Library and Archives Commission, (512) 463-7610.		

## SUBMIT COMPLETED FORMS TO:

Texas State Library and Archives Commission  
Digital Imaging Services Contract Administrator  
State and Local Records Management Division  
PO Box 12927  
Austin, TX 78711  
512-463-7610

Submitted By: \_\_\_\_\_

Agency: \_\_\_\_\_

